

MCG Pandemic Influenza Departmental/Unit Level Planning Tool

TABLE OF CONTENTS

- I. Overview**
- II. Departmental Level Planning Checklist**
- III. Template Samples**

Template 1 - Designated Departmental Pandemic Coordinator and Planning Team

Template 2 - Identification of Essential Departmental/Unit Services

Template 3 - Supplies and Materials Necessary to Perform Essential Departmental Services and Functions

Template 4 - Supplier Contact Information for Critical Resources

Template 5 - Departmental Emergency Contact Information

Template 6 - Identification of Monitors for MCG-Funded Travel

Template 7 - Phone Tree Instructions

Medical College of Georgia Pandemic Influenza Departmental/Unit Level Planning Tool

Overview

The Medical College of Georgia (MCG) has a history of providing rapid and appropriate response to manage contagious diseases. However, the pandemic influenza threat presents different challenges in several ways. First, the University has more students, faculty, and staff than in the past and these individuals are often dispersed over many geographic locations. More study abroad programs and international travel means faculty, staff, and students may have frequently visited international countries that may be the first to encounter human to human transmission of influenza. Global travel now makes disease containment nearly impossible. Additionally, an influenza pandemic will affect all age groups as well as entire areas of the country and world in a short period of time. This will greatly reduce emergency response capabilities and needed antivirals and other supplies. For these reasons, all departments and units are being urged to develop a Pandemic Influenza plan.

The overall ability of the University to respond appropriately to an influenza pandemic will also depend on the readiness of individuals and departments within MCG to respond appropriately. Therefore, to aid departments in their planning efforts, this planning tool to guide departmental/unit discussions and planning efforts to address this serious threat. We recognize that emergency planning creates a burden for University departments/units. However, readiness at each level within the University is critical for successful management of large-scale emergencies. In particular, an influenza pandemic will create unique management issues due to its pervasive and long-term effect. Although an influenza pandemic could present a wide variety of potential circumstances, in order to maximize planning time, we have presented two possible worst-case scenarios to guide your departmental planning efforts. Considering these two scenarios should enable you to produce “scalable” plans appropriate for best to worst-case scenarios.

Although it may be necessary to make adjustments in departmental plans as new information is received and incorporated into the overall MCG Pandemic Influenza Response Plan and the community response plan, it is important for departments to begin the planning process now. Departments should immediately review and complete the attached checklists and templates (See Templates 1 – 7.) based on the two worst-case scenarios presented below. Additionally, Attachments A – E provide resources to educate faculty, staff, and students about pandemic influenza.

Because of the variance in mission, size, scope, and location of MCG departments, templates are provided in an expandable format so departmental planners can easily adjust sections to fit the specific needs of their units. The goal of this planning exercise is to help departments consider the many issues they may face and then augment as appropriate for individual departments/units.

Decisions regarding MCG closings, travel restrictions, payroll implications, recommended personal protective equipment, etc. will be made at the Institutional level. However, other decisions (i.e. the care of laboratory animals, securing research

projects, telecommuting assignments for departmental personnel, online instruction, etc.) will most likely be left to individual departments. Therefore, your plan should include response to these and other issues specifically affecting your department. To learn more about pandemic influenza, please visit www.pandemicflu.gov.

In completing the attached pandemic influenza planning checklist and accompanying templates, you should assume the following two worst-case scenarios:

Scenario 1

- ▶ The pandemic is worldwide and serious (with a high morbidity and mortality rate)
- ▶ MCG may experience a 40-50% absentee rate among students, faculty, and staff for an extended period of time (12 or more weeks) due to illness, K-12 school closings, and fear of contagion
- ▶ Travel restrictions have been imposed
- ▶ Usual decision-makers within the department may be affected and absent
- ▶ Supplies are in short supply
- ▶ Social distancing or isolation has been recommended, further impacting work and school attendance, scheduled events, deliveries, etc.
- ▶ MCG is open and operating

Scenario 2

- ▶ Same as above with one exception: MCG has been ordered to close for an extended period of time (12 or more weeks)

The completed checklists and attachments should be used to educate faculty, staff, and students within each department about the department's pandemic emergency procedures. Steps should be taken to validate planning efforts with drills or exercises as the departmental plan evolves. Please note that completion of this planning tool does not constitute an "official" and final pandemic influenza plan for the department. Continuous updates and revisions will be necessary as new information becomes available. Access to the completed written document should be restricted to authorized personnel who will need the information during a pandemic influenza event. **Do not post the completed document on the Internet, or for public review, since it may contain sensitive information.**

(ENTER DEPARTMENT/UNIT NAME)

Pandemic Influenza Departmental Level Planning Checklist

Identification of the planning team, essential services, & responsible individuals

Completed In Progress Not Started

- | Completed | In Progress | Not Started | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There is recognition of the potential human, social, economic, and legal impact of a pandemic at the highest levels of the department's administration. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A single individual has been designated by the department head to facilitate the pandemic planning process. (Use Template 1 to reflect name and contact information.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Individuals responsible for developing the departmental pandemic preparedness plan have been designated. (Use Template 1 to reflect names and contact information.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The planning team has reviewed the MCG Pandemic Influenza Response Plan to determine if the department has a role in the campus wide response to a pandemic influenza event. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The planning team has visited the Web site www.pandemicflu.gov to learn more about threats and recommended actions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The planning team has met and identified essential services of the department. Consider issues such as payroll, IT, lab research, animal care issues, grant requirements, student instruction, etc. as needed when MCG is open, or closed, for an extended period. (Use Template 2 to reflect essential services.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The planning team has identified those who will serve in a "command and control" role for each essential service. Due to the high morbidity rate and long-term nature of a pandemic, consider depth when naming individuals. Also consider building access issues in the event MCG is closed. (Use Template 2 to reflect names.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff is aware of their proper reporting channels (chain of command) and orders of succession have been planned. |

Identification of the planning team, essential services, & responsible individuals

Completed **In Progress** **Not Started**

The planning team has designated a staff person (and a back-up) to monitor and report staff absences to Human Resources during a pandemic influenza event.

All existing emergency preparedness and business continuity plans have been reviewed for relevance. (Attach a copy of relevant plans to this checklist.)

Identification of social distancing options

Completed **In Progress** **Not Started**

The planning team has identified potential telecommuting opportunities for faculty and staff.

For Academic Departments: The planning team has identified existing and new online or alternative instruction opportunities to reduce classroom exposure.

For Non-Academic Departments: The planning team has identified areas that would keep students, staff, faculty, and visitors from congregating in public places. Alternative spaces are identified to help limit exposure in confined areas.

The planning team has identified ways to provide social distancing (either reduced numbers of people in the same space or creating a physical distance of 6-8' apart) in the workplace whenever feasible. This can be accomplished by having the workforce report in shifts, providing telecommuting opportunities to further reduce the number of employees occupying the same space, barriers between individuals, closing common gathering areas (like break rooms), or other means.

Departmental pandemic influenza education efforts

Completed **In Progress** **Not Started**

Steps have been taken to educate departmental faculty, staff, and students about the need for departmental pandemic planning.

Departmental pandemic influenza education efforts

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The planning team has initiated cross training of staff responsible for critical and essential jobs to ensure that continuity of departmental operations is possible. Multiple back-up personnel have been identified and trained for critical jobs for continuity of business operations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steps have been taken to educate departmental faculty, staff, and students about the need for their own personal planning. Refer to http://pandemicflu.gov/plan/individual/index.html .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters on cough etiquette, proper hand washing, and not working sick have been posted in all appropriate locations within buildings occupied by the department. (See Attached Posters.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty, staff, and students are routinely encouraged to stay home when they are sick, rather than rewarded for coming in ill which will be problematic if a pandemic occurs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty, staff, and students are informed about influenza prior to international travel to countries with incidents of outbreaks. (Refer travelers to http://www.pandemicflu.gov/travel/index.html .)

Planning for communication during the pandemic

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A listing of all departmental personnel and their contact information has been created. Include, name, position title, work location, office phone, home phone, cell phone, work and personal email, and pager numbers as applicable. The goal is to be able to communicate with departmental personnel during the pandemic, even if usual methods of communication are not working. (Use Template 5 .)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A listing of all vendors that provide essential supplies for the department has been created. Include emergency contact information for critical vendors. (Use Template 4 .)

Planning for communication during the pandemic

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Someone has been identified to constantly monitor MCG-funded travel by departmental faculty, staff, and students and to obtain emergency contact information prior to each trip. (Use Template 6.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steps have been taken to ensure the departmental Web site can be maintained during the crisis. Faculty and staff have been advised that departmental messages will be posted at this site if MCG is closed during a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A review of the department's reliance on departmental servers and intranets has been made and backup plans considered, especially when departmental specific computer systems are involved.

Procurement and stockpiling of essential supplies

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Whenever feasible, essential supplies have been purchased and stockpiled to sustain departmental operations. Departments responsible for feeding and care of people or animals should plan for a 2-3 month supply whenever possible to include food, water, and cleaning supplies. (Use Template 3.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning supplies, hand sanitizer, sanitizing wipes have been purchased to enable employees to easily sanitize shared items and surfaces (phones, door handles, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Masks are currently recommended only for health care settings; however, departments may elect to stockpile a supply of surgical or N95 masks for use by individuals exhibiting signs of illness or those in positions requiring extensive public contact. It is anticipated masks will be in very short supply should a pandemic become reality.

Surveillance

Completed **In Progress** **Not Started**

A departmental representative has been identified to monitor patterns of suspicious illness among faculty and staff (and students whenever possible). Unusual illness patterns should be reported to the MCG Human Resources Division.

Ongoing

Completed **In Progress** **Not Started**

All information above is reviewed and updated on a continuous basis.

TEMPLATE 1 DESIGNATED DEPARTMENTAL PANDEMIC COORDINATOR AND PLANNING TEAM

Identify a primary coordinator for the department who will lead the pandemic influenza planning process. List other individuals responsible for assisting with the development of the departmental pandemic influenza response plan. *(Make additional copies as needed.)*

Departmental Information
Department Name
Building name(s) and number(s)
Building address(es)
Departmental phone #(s)

Primary Departmental Pandemic Coordinator
Name
Position/Title
Work address
Work #
Cell # Text capable Yes ___ or No ___
Home #
Pager #
Email
Other #

Pandemic Planning Team Member
Name
Position/Title
Work address
Work #
Cell # Text capable Yes ___ or No ___
Home #
Pager #
Email
Other #

Pandemic Planning Team Member
Name
Position/Title
Work address
Work #
Cell # Text capable Yes ___ or No ___
Home #
Pager #
Email
Other #

TEMPLATE 2 IDENTIFICATION OF ESSENTIAL DEPARTMENTAL SERVICES

Identify essential services and corresponding departmental personnel. Essential services are those necessary to (1) preserve human or animal lives, (2) maintain the physical infrastructure, or (3) continue essential business services until the emergency has abated. *Confidential information on this sheet should be kept in a secure place. (Make additional copies as needed.)*

Essential service
Responsible personnel (Note: Reflect employee contact information on Template 5.)
Essential service
Responsible personnel
Essential service
Responsible personnel
Essential service
Responsible personnel
Essential service
Responsible personnel

TEMPLATE 3
SUPPLIES AND MATERIALS NECESSARY TO PERFORM
ESSENTIAL DEPARTMENTAL SERVICES AND FUNCTIONS

Identify necessary supplies and materials needed to continue essential departmental services and functions. Essential services are those necessary to (1) preserve human or animal lives, (2) maintain the physical infrastructure, or (3) continue essential business services until the emergency has abated. Consider stockpiling critical items as supplies may be unavailable for extended periods during a pandemic (possibly 4-12 weeks).

(Duplicate form as needed.)

Critical item
Critical function supported
Storage considerations (space/temperature/shelf life)
Person responsible for monitoring supply
Critical item
Critical function supported
Storage considerations (space/temperature/shelf life)
Person responsible for monitoring supply
Critical item
Critical function supported
Storage considerations (space/temperature/shelf life)
Person responsible for monitoring supply
Critical item
Critical function supported
Storage considerations (space/temperature/shelf life)
Person responsible for monitoring supply
Critical item
Critical function supported
Storage considerations (space/temperature/shelf life)
Person responsible for monitoring supply

TEMPLATE 4 SUPPLIER CONTACT INFORMATION FOR CRITICAL RESOURCES

Identify contact information for all suppliers needed to provide critical resources for the department. Critical resources are those necessary to carry out essential functions that (1) preserve human or animal lives, (2) maintain the physical infrastructure, or (3) continue essential business services until the emergency has abated. *(Make additional copies as needed.)*

Critical resource
Supplier Name
Contact Name
Address
City/State/Zip
Phone Fax
Email
Federal Tax ID Number (if available)
Critical resource
Supplier Name
Contact Name
Address
City/State/Zip
Phone Fax
Email
Federal Tax ID Number (if available)
Critical resource
Supplier Name
Contact Name
Address
City/State/Zip
Phone Fax
Email
Federal Tax ID Number (if available)
Critical resource
Supplier Name
Contact Name
Address
City/State/Zip
Phone Fax
Email
Federal Tax ID Number (if available)

TEMPLATE 5 DEPARTMENTAL EMERGENCY CONTACT INFORMATION

List all departmental personnel and their emergency contact information. This information will be used when establishing a Phone Tree (see Template 7). If this information is already on file, use existing records to save time. *Confidential information should be kept in a secure place. (Make additional copies as needed.)*

Name
Position/Title
Work #
Cell # Text capable Yes ___ or No ___
Home #
Pager #
Email
Other #
Name
Position/Title
Work #
Cell # Text capable Yes ___ or No ___
Home #
Pager #
Email
Other #
Name
Position/Title
Work #
Cell # Text capable Yes ___ or No ___
Home #
Pager #
Email
Other #
Name
Position/Title
Work #
Cell # Text capable Yes ___ or No ___
Home #
Pager #
Email
Other #

TEMPLATE 6 IDENTIFICATION OF MONITORS FOR MCG-FUNDED TRAVEL

Identify the primary and backup departmental representative(s) responsible for monitoring MCG-funded travel by all departmental faculty, staff, and students. These individuals should obtain emergency contact information for travelers prior to all work or study-related trips made by departmental personnel so they can relay emergency messages to travelers as needed.

Primary Monitor	
Name	
Position/Title	
Work #	
Cell #	Text capable Yes ___ or No ___
Pager #	
Email	
Other #	
Backup Monitor	
Name	
Position/Title	
Work #	
Cell #	Text capable Yes ___ or No ___
Pager #	
Email	
Other #	
Backup Monitor	
Name	
Position/Title	
Work #	
Cell #	Text capable Yes ___ or No ___
Pager #	
Email	
Other #	
Backup Monitor	
Name	
Position/Title	
Work #	
Cell #	Text capable Yes ___ or No ___
Pager #	
Email	
Other #	

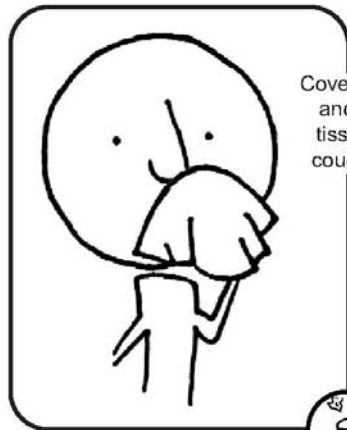
TEMPLATE 7 PHONE TREE INSTRUCTIONS

Phone trees are an effective method of disseminating critical information among work groups. In cases where time is of the essence, a phone tree can distribute the responsibility for notification among an entire work group to ensure all individuals receive timely notification of the departmental/unit emergency without overtaxing a single individual. To succeed, every individual must make their assigned calls. The following should be taken into account when completing the phone tree template:

1. Only designated Departmental Pandemic Coordinators and their backup(s) should have access to the entire list of personal contact information. Other employees should only receive information for their assigned contacts.
2. If an employee prefers not to be the contact person for specific individuals, s/he should be reassigned on the phone tree to another acceptable call sequence.
3. When posting the phone tree for review and feedback, only names should be reflected so personal contact information is not shared with everyone.
4. Each employee should be assigned two (2) colleagues to call. The caller should be provided the contact information for his/her two assigned contacts only. This information should be provided, and kept up to date, by the Departmental Pandemic Coordinator.
5. In the event an employee cannot reach his or her contacts, the Departmental Pandemic Coordinator may assign alternate contacts for that employee to call.
6. As part of the phone tree briefing, Departmental Pandemic Coordinators should instruct employees to record the date and time each contact is made (or attempted) during an actual activation of the phone tree. The method of recording this information is up to the individual. However, documentation of the call, whether the call is answered or not, is an important part of the phone tree activation.

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands.



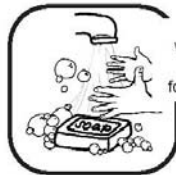
Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds



or clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-6414 or 1-877-676-6414
www.health.state.mn.us



Minnesota
Antibiotic
Resistance
Collaborative



HOW TO WASH YOUR HANDS

National Center for Infectious Diseases

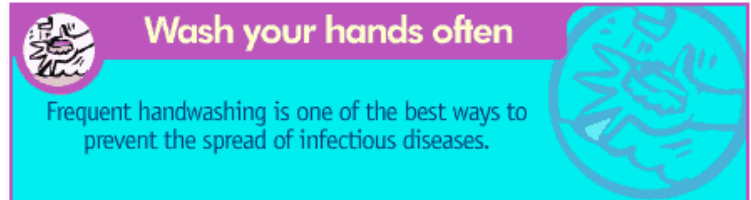
An Ounce of Prevention: Keeps the Germs Away

The most important thing that you can do to keep from getting sick is to wash your hands. By frequently washing your hands you wash away germs that you have picked up from other people, or from contaminated surfaces, or from animals and animal waste.

What happens if you do not wash your hands frequently?

You pick up germs from other sources and then you infect yourself when you

- Touch your eyes
- Or your nose
- Or your mouth.



One of the most common ways people catch colds is by rubbing their nose or their eyes after their hands have been contaminated with the cold virus.

You can also spread germs directly to others or onto surfaces that other people touch. And before you know it, everybody around you is getting sick. The important thing to remember is that, in addition to colds, some pretty serious diseases -- like hepatitis A, meningitis, and infectious diarrhea -- can easily be prevented if people make a habit of washing their hands.

When should you wash your hands?

You should wash your hands often. Probably more often than you do now because you can't see germs with the naked eye or smell them, so you do not really know where they are hiding.

It is especially important to wash your hands

- Before, during, and after you prepare food
- Before you eat, and after you use the bathroom
- After handling animals or animal waste
- When your hands are dirty, and
- More frequently when someone in your home is sick.

What is the correct way to wash your hands?

- First wet your hands and apply liquid or clean bar soap. Place the bar soap on a rack and allow it to drain.
- Next rub your hands vigorously together and scrub all surfaces.
- Continue for 10 - 15 seconds or about the length of a little tune. It is the soap combined with the scrubbing action that helps dislodge and remove germs.
- Rinse well and dry your hands.

It is estimated that one out of three people do not wash their hands after using the restroom. So these tips are also important when you are out in public. Washing your hands regularly can certainly save a lot on medical bills. Because it costs less than a penny, you could say that this penny's worth of prevention can save you a \$50 visit to the doctor.

Do you feel sick?



**You may have the flu if you have fever or chills
AND
a cough or sore throat**

**You may also have a runny nose, body aches,
a headache, tiredness, diarrhea, or vomiting**

**If you think you have the flu,
stay home or in your residence,
except to get medical care.**

**For more information visit www.flu.gov
or call 1 (800) CDC-INFO (232-4636)**

